

Instruction for use of “Annual Solvent Emissions Report” Form

General

The “Annual Solvent Emissions Report” form may be used by an **affected facility** that operates a halogenated solvent cleaning operation to comply with the annual solvent emissions reporting requirements in 8.10.6 of Section 8.0 of Regulation 1138 (Section 8). The use of this form is optional. However, other means of reporting must contain the information required under 8.10.6.1 through 8.10.6.7 of Section 8.

“**Affected facility**” means, for the purposes of 8.0 of this regulation, all solvent cleaning machines subject to 8.0, except for the following.

- Solvent cleaning machines used in the manufacture or maintenance of aerospace products.
- Solvent cleaning machines used in the manufacture of narrow tubing.
- Continuous web cleaning machines, located at a major source that is subject to the facility-wide limits in 8.10.2.2 of this regulation.
- Cold batch cleaning machines, located at an area source that is subject to the facility-wide limits in 8.10.2.2 of this regulation.

Required Submittal Date

The owner or operator of an **affected facility** that operates a halogenated solvent cleaning operation shall submit an annual solvent emissions report to the Department (with copy to the U.S Environmental Protection Agency) no later than February 1 of the year following the calendar year for which the reporting is being made.

The addresses for this submittal are provided below and in Item 8 of the “Annual Solvent Emissions Report” form.

Items 1

Provide the name of the affected facility that operates a halogenated solvent cleaning operation.

Items 2

Provide the physical location of the affected facility that operates a halogenated solvent cleaning operation and the address where any compliance records are kept, if different than the physical location of the affected facility.

Items 3

Provide the name and address of the owner or operator of the affected facility that operates the halogenated solvent cleaning operation identified in Items 1 and 2.

Item 4

The owner or operator shall identify the reporting period (calendar year) in the space provided.

Item 5

The owner or operator shall provide the average monthly halogenated HAP solvent consumption for the affected facility during the reporting period in kilograms per month results calculated each month under 8.10.3.1 of Section 8.

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Item 6

The owner or operator shall provide the facility-wide 12-month rolling total halogenated HAP solvent emissions results calculated each month during the reporting period under 8.10.3.1 of Section 8.

Item 7

The responsible person, as defined in 3.2 of Regulation 1138, must certify that the statements and information contained in the initial statement of compliance are true, accurate, and complete.

The responsible person must also sign the “Annual Solvent Emissions Report” form and provide the information requested.

Item 8

The owner or operator must submit the completed “Annual Solvent Emissions Report” form to the Department of Natural Resources and Environmental Control (with a copy to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 8 of the form. The owner or operator should keep a copy of the completed form.

Submit the Annual Solvent Emissions Report to the following addresses

Delaware Department of Natural Resources and
Environmental Control
Director of Air Quality
Blue Hen Corporate Center
655 S Bay Road, Suite 5N
Dover, DE 19901

U. S. Environmental Protection Agency
Director, Air Protection Division
1650 Arch Street
Philadelphia, PA 19103

Annual Solvent Emissions Report

For additional facility-wide requirements applicable to affected facilities

Regulation 1138 – Section 8

Emission Standards for Halogenated Solvent Cleaning

Submittal Date: This “Annual Solvent Emissions report” must be submitted no later than February 1 following the end of the reporting period.

[1] **Name of the facility:** _____

[2] **Physical location – Street Address:** _____

City, State, Zip Code : _____

Address where any compliance records are kept, if different than the physical location

Street Address: _____

City, State, Zip Code: _____

[3] **Name of Owner or Operator:** _____

Mailing Address: _____

City, State, Zip Code: _____

[4] **Identify the reporting period covered by this “Annual Solvent Emissions Report”.**

January 1 to December 31, _____

[5] **Provide average monthly halogenated HAP solvent consumption for the affected facility during the reporting period.**

Average monthly halogenated HAP solvent consumption for the affected facility _____ Kilograms/Month

[6] **Provide the facility-wide 12-month rolling total halogenated HAP solvent emission calculated in each month of the reporting period.**

January	_____ kilograms	May	_____ kilograms	September	_____ kilograms
February	_____ kilograms	June	_____ kilograms	October	_____ kilograms
March	_____ kilograms	July	_____ kilograms	November	_____ kilograms
April	_____ kilograms	August	_____ kilograms	December	_____ kilograms

[7] **I certify that all the information contained in this notification is true, accurate, and complete.**

Signature: _____

Date : _____

Title/Position: _____

Telephone No: _____

Email Address: _____

Printed Name: _____

[8] **The owner or operator must submit this “Initial Notification” form to the following agencies by the submittal date provided above. Remember to keep a copy of this notification.**

Delaware Department of Natural Resources
and Environmental Control

Director of Air Quality
Blue Hen Corporate Center
655 S. Bay Road, Suite 5N
Dover, DE 19901

U. S. Environmental Protection Agency
Director, Air Protection Division
1650 Arch Street
Philadelphia, PA 19103